

OVERSIGHT COMMITTEE ON PUBLIC RECORDS
Regular Meeting January 18, 2017

17-01-18-01

CALL TO ORDER AND ROLL

A regular meeting of the Oversight Committee on Public Records was held Wednesday, January 18, 2017. The meeting was called to order by Chairman Luke Britt, Public Access Counselor, at 1:00 p.m. in Conference Room 14, Indiana Government Center South-First Floor.

Members present constituting a quorum: Mike Bozyski, Designee for Paul Joyce, State Examiner, State Board of Accounts; Luke Britt, Public Access Counselor; Jim Corridan, Director & State Archivist, Indiana Archives and Records Administration; Chandler Lighty, Director, Indiana Historical Bureau; Mallory Long, Designee for Connie Lawson, Secretary of State; Jacob Speer, Director, Indiana State Library.

Members absent: Christopher Anderson, Designee for Governor; Erin Kellam, Designee for Jessica Robertson, Commissioner, Department of Administration; Graig Lubsen, Designee for Dewand Neely, Chief Information Officer, Office of Technology; Kurt Webber, Lay Member.

Guests present were introduced: Larry Molner, Department of Revenue; Cynthia Foster, Indiana State Police; Serena Owens, GRM Document Management.

IARA staff in attendance: Marilyn Fernandez, Deputy Director; Amy Robinson, Records Management; Beverly Stiers, County and Local Government Records Management.

17-01-18-02

NEXT MEETING

Luke Britt announced the next meeting would be held February 15, 2017 at 1:30 p.m. in Conference Room 12, Indiana Government Center South, 1st Floor.

17-01-18-03

PREVIOUS MEETING

A motion was made by Jim Corridan and seconded by Mallory Long to approve the minutes of the December 7, 2016 meeting. Motion carried.

17-01-18-04

OLD BUSINESS

Luke Britt stated he had spoken with the State Police about some comments they had concerning the issue of officer text messages to this Committee. Mr. Britt is not sure of the ins and outs of what they wanted to talk about. Mr. Britt stated they would be put on the agenda for next month.

17-01-18-05

DIRECTOR'S REPORT

Jim Corridan reported a written report was furnished with the packet. Mr. Corridan stated in regard to the Report of Monthly Activity/Status, there are some changes concerning the end of the month inventory for the Records Center and the end of the month inventory for the State Archives. Those numbers have now been fixed to reflect the actual holdings at the Archives and Records Center. We will not show the Same Month Last Year numbers for the next 12 months until we have gone the whole cycle.

The only other significant item on which to report is the former Deputy Director, Pat Cochran, passed away the day after Christmas. Mr. Corridan stated we have been joined by a new Deputy Director, Marilyn Fernandez, whom he then introduced. Mr. Corridan stated for the last four (4) years she worked for the First Lady, Karen Pence. Amy Robinson and Beverly Stiers will be reporting to Ms. Fernandez.

17-01-18-06

AGENCY REQUESTS-RECORDS RETENTION AND DISPOSITION SCHEDULE(S)

The Oversight Committee on Public Records took the following action regarding retention and disposition schedules.

1. DEPARTMENT OF REVENUE

Agencywide

A motion was made by Jacob Speer and seconded by Mallory Long to adopt Schedule No. 1 as submitted. Motion carried.

2. DEPARTMENT OF REVENUE

Audit

A motion was made by Mike Bozymski and seconded by Jim Corridan to adopt Schedule No. 2 as submitted. Motion carried.

3. DEPARTMENT OF REVENUE

Compliance

A motion was made by Mallory Long and seconded by Mike Bozymski to adopt Schedule No. 3 as submitted. Motion carried.

4. DEPARTMENT OF REVENUE

Corporation

A motion was made by Jim Corridan and seconded by Mallory Long to adopt Schedule No. 4 as submitted. Motion carried.

5. DEPARTMENT OF REVENUE

Finance

A motion was made by Jacob Speer and seconded by Chandler Lighty to adopt Schedule No. 5 as submitted. Motion carried.

6. DEPARTMENT OF REVENUE

Fuel and Environment Tax

A motion was made by Mallory Long and seconded by Chandler Lighty to adopt Schedule No. 6 as submitted. Motion carried.

7. DEPARTMENT OF REVENUE

Returns Processing Center

A motion was made by Mike Bozymski and seconded by Jim Corridan to adopt Schedule No. 7 as submitted. Motion carried.

8. DEPARTMENT OF REVENUE

Special Tax Division

A motion was made by Jim Corridan and seconded by Mallory Long to adopt Schedule No. 8 as submitted. Motion carried.

9. DEPARTMENT OF REVENUE

Tax Administration

A motion was made by Mike Bozyski and seconded by Mallory Long to adopt Schedule No. 9 as submitted. Motion carried.

10. DEPARTMENT OF REVENUE

Tax Administration Support

A motion was made by Jim Corridan and seconded by Mike Bozyski to adopt Schedule No. 10 as submitted. Motion carried.

11. LOBBY REGISTRATION COMMISSION

Luke Britt stated this is carried over from last month because of a technical correction. Amy Robinson stated that was Item 4, Record Series 2016-22 and it was asked when IC 5-14-7 was repealed. Ms. Robinson updated the record series and there are no more of these coming and they are not ready to remove them from the retention schedule yet because they still have records that have to be stored and processed.

A motion was made by Mallory Long and seconded by Jim Corridan to adopt Schedule No. 11 as submitted. Motion carried.

17-01-18-07

NEW BUSINESS

Election of Officers

Luke Britt stepped down. Election of Officers – Jacob Speer made a motion to nominate Luke Britt as Chairman and Mike Bozyski as Vice Chair, seconded by Chandler Lighty. Jim Corridan moved that nominations be closed and accept the officers by acclamation. Motion carried.

Jim Corridan stated there will be new members of the Oversight Committee. The Governor's office has not yet appointed his designee. Also, there are two (2) lay members. Kurt Webber has resigned and Governor Holcomb will appoint his successor.

17-01-18-08

ADJOURNMENT

There being no further business before the Committee, meeting adjourned at 1:18 p.m.